

Form 19 - Application for Renewal of Manager's Certificate



V1.0 31/5/2024

A Manager's Certificate allows you to work as a duty manager in a business that sells or supplies alcohol. Ensure your renewal application is lodged prior to the expiry of your current certificate.

Notes:

- The renewal process takes at least 30 days. In the interim you may continue to use your existing certificate, so long as the renewal was lodged prior to the expiry date.
- Please be advised, if you're on a working holiday visa or work permit the following conditions will be imposed on your Manager's Certificate:
 1. This Manager's Certificate is only valid with a current New Zealand work permit.
 2. The District Licensing Committee will review these conditions upon renewal.
- You may be contacted at any stage if we need more information, or if there's opposition to your application.
- Your Renewal Certificate will be emailed to you once approved.

Section 224, Sale and Supply of Alcohol Act 2012

To the Secretary, Buller District Licensing Committee.

Application for the renewal of a manager's certificate is made in accordance with the details set out below.

1 DETAILS OF APPLICANT		
1.a	Full legal name	
1.b	Aliases (if applicable)	
1.c	Gender	
1.d	Date of birth	
1.e	Place of birth	
1.f	Email	
1.g	Residential address	
1.h	Postal address	
1.i	Mobile number	
1.j	Work number	

2 CURRENT EMPLOYMENT

2.a	Primary place of employment <i>Please provide premises name, address and contact number.</i>	
2.b	Position / job title	
2.c	Start Date	
2.d	Name of premises where the applicant intends to be appointed as duty manager	

3 EXPERIENCE AND TRAINING

3.a	LCQ provider <i>(E.g. SIT, Liquor Licensing Bureau)</i>	
3.b	On what date was the LCQ obtained? If prior to 18 Dec 2013, did you complete the Bridging Test?	
3.c	What steps does the applicant take, whilst selling or supplying alcohol, to minimise the risk of alcohol-related harm?	

4 CRIMINAL CONVICTIONS

4.a	State all criminal convictions <i>Other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies.</i> <i>I agree to the release of information obtained by the police when compiling background checks.</i>	
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5 DETAILS OF CURRENT MANAGER'S CERTIFICATE

5.a	Certificate number	
5.b	Date of expiry	
5.c	Current Licence District? if not Buller	

6 SUPPORTING DOCUMENTS CHECKLIST

Copies of the following documents must be included with the application.

- Your work permit/residency/citizenship confirmation (if applicable). This should be a copy of your current visa in your passport or a letter from immigration, which must show the expiry date.
- Your current Manager’s Certificate.
- Current Photo ID – Must be either passport, New Zealand Driving Licence or Hospitality NZ card (18+ or Kiwi Access).
- If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.
- Application Fee

Application cannot be processed until all information has been received.

7 DECLARATION

If the declaration is signed by someone other than the applicant (e.g. an agent), a letter from the applicant must be supplied stating that they give permission for that person to act on their behalf.

I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.

Full name	
Dated at (date and place)	
Signature	

Note: If this form is being completed online, a signature is not required but the online lodgement will be treated as confirmation of the above declaration.

PRIVACY STATEMENT

Information contained in your application and any supporting information will be held by Buller District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Buller District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Buller District Licensing Committee and may be used in the Committee’s decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. You have the right to see and correct personal information that the Council holds about you.

8 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any Buller District Council office, or via email to licenses@bdc.govt.nz.

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Buller District Licensing Committee
Buller District Council
PO Box 21
Westport 7866

9 PAYMENT

Manager's Certificate renewal applications cost \$316.25, and applications will not be formerly accepted or processed until full payment is received. Payment can be made as follows:

- **In person.** Visit any BDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 788 9111.
- **By bank transfer.** Account number for payment is 03 0897 0084770 000.

Reference the payment using "MC" and the applicant's name, or the 'Application Reference' from the invoice (if received).

Please note: Payments by credit card incur an additional 1.4% fee over the counter and 1.8% over the phone.

10 FURTHER INFORMATION

For more information on Manager's Certificates, please visit the [Buller District Council](#) Website.

Phone: 03 788 9637

Email: licenses@bdc.govt.nz

BDC Offices

Westport	Reefton
6 Brougham St	67-69 Broadway
Westport	Reefton

Opening Hours: 8.30am – 4.30pm, Monday to Friday (except public holidays).

Internal Use only

Record Number		Debtor Number	
Date Lodged		Receipt	
Application Fee		Invoice	